



KENYATTA NATIONAL HOSPITAL

VACANCY

Kenyatta National Hospital is a government state corporation whose vision is to be a world class referral hospital in the provision of innovative and specialized healthcare. The Hospital seeks to recruit dynamic, highly motivated, innovative and experienced individuals to fill the following vacant positions.

1) DIRECTOR, PLANNING AND STRATEGY, JOB GROUP KNH3

Job Purpose

An officer at this level will be responsible to the Chief Executive Officer.

Duties and Responsibilities

- a) Provide technical guidance on the formulation and implementation of the KNH strategic plan as well as anchoring strategies & policies;
- b) Providing strategic advice and high-quality tools to the hospital to enable a shared understanding of best practice strategic planning and to ensure that planning and strategy outcomes are highly effective and well aligned with the direction and objectives of the organisation;
- c) Directing the alignment of corporate reporting systems, identification of key performance indicators and high-level targets, communication and promotional strategies and processes for review and evaluation, to facilitate identification of variations from plan and necessary remedial actions;
- d) Facilitating the strategic review and planning processes with the service delivery and operational leadership, to enable the development of aligned and integrated score cards and work plans;
- e) Managing information communication systems;
- f) Co-ordinating risk management through elaborate risk management architecture as well as institutionalizing the Enterprise Risk Management Framework;
- g) Provide leadership in quality assurance activities and maintenance of certification standards;
- h) Advising and coordinating the implementation of business risk management initiatives;
- i) Coordinating Mobilization of resources to support the Hospital's programmes;
- j) Coordinating the development of the Hospital's strategic plan, other strategies, performance contracts & policies and monitor its implementation;
- k) Coordinating the preparation of hospital budgets and providing secretariat services to the budgeting committee;
- l) Exploring strategic partnerships and collaborations with other institutions such as research and development, technology exchange, professional development, sharing best practice and other institutional linkages;
- m) Coordinating policy advocacy initiatives;

- n) Coordinating the preparation and implementation of the Hospital's Quality Management system through quality assurance programmes;
- o) Coordinating of the risk management within the Hospital;
- p) Coordinating the implementation of business process reengineering initiatives;

Qualification & Experience

- a) Bachelor's degree with a minimum of an upper second-class honour's degree in any of the following disciplines: Economics, Mathematics, Statistics, Strategy, Institutional/ business management or a relevant field from a recognized University;
- b) A Master's Degree in any of the following disciplines: Economics, Mathematics, Statistics, Strategy or relevant field from a recognized University;
- c) Balanced Score Card Master Professional;
- d) Monitoring and Evaluation Master professional;
- e) Evidence of proficiency in both STATA and SPSS;
- f) Member of either the Institute of Economic affairs or Kenya Institute of Planners or Kenya institute of Management or Kenya Institute of Internal Auditors or any other related professional body;
- g) A certificate in policy analysis;
- h) Leadership/Management Course lasting not less than six (6) weeks from a recognized institution;
- i) A minimum period of ten (10) years relevant work experience with at least five (5) years' experience in a senior management capacity;
- j) Shown merit and ability as reflected in work performance and results.

2) MEDICAL SPECIALIST II – (ENT), JOB GROUP - KNH6 (2 POSTS)

Job Purpose

The Medical Specialists (ENT) are responsible to the Head of Department in the provision of specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care; they are entrusted to provide quality health care services.

Duties and Responsibilities

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- b) Implement hospital programmes within their respective specialities
- c) Champion continuous quality healthcare standards and patient safety guidelines
- d) Assist in mentoring and coaching of staff in the respective specialities;
- e) Coordinate intervention activities and programs for training health professionals

in community health and health management in hospitals/health facilities

- f) Implementing clinical review protocols procedures and work instructions for the practice of specialized care
- g) Coordinating and managing referral care within the framework of the hospital and national referral policies
- h) Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital
- i) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- j) Performing emergency medical procedures
- k) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
- l) Providing high standards of specialized clinical services to patients in the wards and specialized clinics
- m) Performing regular rounds with the registrars and other officers to assist in patient management.
- n) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
- o) Carryout specialized diagnostic, therapeutic medical or surgical procedures
- p) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- q) Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties
- r) Participating in community diagnosis, preventive & promotive care and treatment;
- s) Utilizing patient data to benefit the customer and service provider;
- t) Undertake medical research & clinical audits and implementing the findings.

Qualifications and Experience

- a) Master degree in Ear Nose & Throat (ENT) or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- b) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from a recognized institution by the Medical Practitioners and Dentists Board;
- c) Sub Specialization in any of the clinical disciplines or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists

Board;

- d) Specialist recognition in ENT from the Medical Practitioners' and Dentist Board. However, those that have finished MMed in ENT and are undergoing the pre-KMPDC registration attachment are encouraged to apply;
- e) Registration Certificate by the Medical Practitioners and Dentists Board;
- f) Valid practicing license as an ENT by the Kenya Medical Practitioners and Dentist Council;
- g) Professional Indemnity Cover.

3) MEDICAL SPECIALIST II – (OBSTETRIC & GYNAECOLOGY), JOB GROUP - KNH6 (2 POSTS, 1 POST KNH & 1 POST MWAI KIBAKI HOSPITAL)

Job Purpose

The Medical Specialists (Obstetrics & Gynecology) are responsible to the Head of Department in the provision of specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care; they are entrusted to provide quality health care services.

Duties and Responsibilities

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- b) Implement hospital programmes within their respective specialities
- c) Champion continuous quality healthcare standards and patient safety guidelines
- d) Assist in mentoring and coaching of staff in the respective specialities;
- e) Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities
- f) Implementing clinical review protocols procedures and work instructions for the practice of specialized care
- g) Coordinating and managing referral care within the framework of the hospital and national referral policies
- h) Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital
- i) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- j) Performing emergency medical procedures
- k) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
- l) Providing high standards of specialized clinical services to patients in the wards and specialized clinics

- m) Performing regular rounds with the registrars and other officers to assist in patient management.
- n) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
- o) Carryout specialized diagnostic, therapeutic medical or surgical procedures
- p) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- q) Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties
- r) Participating in community diagnosis, preventive & promotive care and treatment;
- s) Utilizing patient data to benefit the customer and service provider;
- t) Undertake medical research & clinical audits and implementing the findings.

Qualifications and Experience

- a) Master degree in Obstetrics & Gynaecology or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- b) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from a recognized institution by the Medical Practitioners and Dentists Board;
- c) Sub Specialization in any of the clinical disciplines or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board will be an added advantage;
- d) Specialist recognition in Obstetrics & Gynaecology from the Medical Practitioners' and Dentist Board. However, those that have finished MMed in Obstetrics & Gynaecology and are undergoing the pre-KMPDC registration attachment are encouraged to apply;
- e) Registration Certificate by the Medical Practitioners and Dentists Board;
- f) Valid practicing license as an Obstetrics & Gynaecology by the Kenya Medical Practitioners and Dentist Council;
- g) Professional Indemnity Cover.

4) MEDICAL SPECIALIST II – (ORTHOPAEDIC), JOB GROUP - KNH6 (2 POSTS)

Job Purpose

The Medical Specialists (Orthopedic) are responsible to the Head of Department in the provision of specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care; they are entrusted to provide quality health care services.

Duties and Responsibilities

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- b) Implement hospital programmes within their respective specialities
- c) Champion continuous quality healthcare standards and patient safety guidelines
- d) Assist in mentoring and coaching of staff in the respective specialities;
- e) Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities
- f) Implementing clinical review protocols procedures and work instructions for the practice of specialized care
- g) Coordinating and managing referral care within the framework of the hospital and national referral policies
- h) Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital
- i) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- j) Performing emergency medical procedures
- k) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
- l) Providing high standards of specialized clinical services to patients in the wards and specialized clinics
- m) Performing regular rounds with the registrars and other officers to assist in patient management.
- n) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
- o) Carryout specialized diagnostic, therapeutic medical or surgical procedures
- p) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- q) Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties
- r) Participating in community diagnosis, preventive & promotive care and treatment;
- s) Utilizing patient data to benefit the customer and service provider;
- t) Undertake medical research & clinical audits and implementing the findings.

Qualifications and Experience

- a) Master degree in Orthopaedic or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.

- b) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Sub Specialization in any of the clinical disciplines or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- d) Specialist recognition in Orthopaedic from the Medical Practitioners' and Dentist Board. However, those that have finished MMed in Orthopaedic and are undergoing the pre-KMPDC registration attachment are encouraged to apply
- e) Registration Certificate by the Medical Practitioners and Dentists Board.
- f) Valid practicing license as an Orthopaedic by the Kenya Medical Practitioners and Dentist Council.
- g) Professional Indemnity Cover.

5) MEDICAL SPECIALIST II – (ANAESTHESIA), JOB GROUP - KNH6 (2 POSTS, 1 POST KNH 1 POST MWAI KIBAKI HOSPITAL)

Job Purpose

The Medical Specialists (Anesthesia) are responsible to the Head of Department in the provision of specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care; they are entrusted to provide quality health care services.

Duties and Responsibilities

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- b) Implement hospital programmes within their respective specialities;
- c) Champion continuous quality healthcare standards and patient safety guidelines;
- d) Assist in mentoring and coaching of staff in the respective specialities;
- e) Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities;
- f) Implementing clinical review protocols procedures and work instructions for the practice of specialized care;
- g) Coordinating and managing referral care within the framework of the hospital and national referral policies;
- h) Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital;
- i) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery;
- j) Performing emergency medical procedures;

- k) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care;
- l) Providing high standards of specialized clinical services to patients in the wards and specialized areas;
- m) Performing regular rounds with the registrars and other officers to assist in patient management;
- n) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case;
- o) Carryout specialized diagnostic, therapeutic medical or surgical procedures;
- p) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- q) Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties;
- r) Participating in community diagnosis, preventive & promotive care and treatment;
- s) Utilizing patient data to benefit the customer and service provider;
- t) Undertake medical research & clinical audits and implementing the findings.

Qualifications and Experience

- a) Master degree in Anaesthesia or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from a recognized institution by the Medical Practitioners and Dentists Board.
- c) Sub Specialization in critical care medicine or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- d) Specialist recognition in Anaesthesia from the Medical Practitioners' and Dentist Board. However, those that have finished MMed in Anaesthesia and are undergoing the pre-KMPDC registration attachment are encouraged to apply
- e) Registration Certificate by the Medical Practitioners and Dentists Board.
- f) Valid practicing license as an Anaesthesia by the Kenya Medical Practitioners and Dentist Council.
- g) Applicants without subspecialisation in Critical Care Medicine MUST prove interest in the discipline and willing to train in critical care medicine.
- h) Professional Indemnity Cover.

6) MEDICAL SPECIALIST II – (UROLOGY), JOB GROUP - KNH6 (1POST MWAI KIBAKI HOSPITAL, OTHAYA)

Job Purpose

The Medical Specialists (Urology) are responsible to the Head of Department in the provision of specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care; they are entrusted to provide quality health care services.

Duties and Responsibilities

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- b) Implement hospital programmes within their respective specialities
- c) Champion continuous quality healthcare standards and patient safety guidelines
- d) Assist in mentoring and coaching of staff in the respective specialities;
- e) Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities
- f) Implementing clinical review protocols procedures and work instructions for the practice of specialized care
- g) Coordinating and managing referral care within the framework of the hospital and national referral policies
- h) Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital
- i) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- j) Performing emergency medical procedures
- k) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
- l) Providing high standards of specialized clinical services to patients in the wards and specialized clinics
- m) Performing regular rounds with the registrars and other officers to assist in patient management.
- n) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
- o) Carryout specialized diagnostic, therapeutic medical or surgical procedures
- p) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- q) Executing Medico-legal duties including filling of P3 forms, court attendance

- and forensic duties
- r) Participating in community diagnosis, preventive & promotive care and treatment;
- s) Utilizing patient data to benefit the customer and service provider;
- t) Undertake medical research & clinical audits and implementing the findings

Qualifications and Experience

- a) Masters of Medicine degree in Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- b) Bachelor's degree in Medicine and Surgery (MBChB.) or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- c) Certification/ Fellowship in Urology from a recognized institution OR Shown interest to train in Neurology.
- d) Specialist recognition certificate in Urology from the Medical Practitioners' and Dentist Council.
- e) Registration Certificate by the Medical Practitioners and Dentists Council.
- f) Valid practicing license in Neurology from Medical Practitioners and Dentists Council.
- g) Professional Indemnity Cover.

7) MEDICAL SPECIALIST II – (PLASTIC SURGERY), JOB GROUP-KNH6 (1POST MWAI KIBAKI HOSPITAL, OTHAYA)

Job Purpose

The Medical Specialists (Plastic Surgery) are responsible to Head of Department in the provision of specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care; they are entrusted to provide quality health care services.

Duties and Responsibilities

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- b) Implement Hospital programmes within plastic and reconstructive surgery;
- c) Champion continuous quality healthcare standards and patient safety guidelines
- d) Assist in mentoring and coaching of staff in plastic and reconstructive surgery;
- e) Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities

- f) Implementing clinical review protocols procedures and work instructions for the practice of specialized care
- g) Coordinating and managing referral care within the framework of the hospital and national referral policies
- h) Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital
- i) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- j) Performing emergency medical procedures
- k) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
- l) Providing high standards of specialized clinical services to patients in the wards and specialized clinics
- m) Performing regular rounds with the registrars and other officers to assist in patient management.
- n) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
- o) Carryout specialized diagnostic, therapeutic medical or surgical procedures
- p) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- q) Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties
- r) Participating in community diagnosis, preventive & promotive care and treatment;
- s) Utilizing patient data to benefit the customer and service provider;
- t) Undertake medical research & clinical audits and implementing the findings

Qualifications and Experience

- a) Masters of Medicine degree in Plastic & Reconstructive Surgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council OR Masters of Medicine degree in General Surgery with certification/fellowship in plastic Surgery or equivalent qualification from a recognized institution.
- b) Bachelor's degree in Medicine and Surgery (MBChB.) or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- c) Certification/Fellowship in Plastic & Reconstructive Surgery from a recognized institution.
- d) Specialist recognition certificate in Plastic & Reconstructive Surgery from the Medical Practitioners' and Dentist Council. However, those that have finished MMed in Plastic & Reconstructive Surgery and are undergoing the pre-KMPDC registration attachment are encouraged to apply

- e) Registration Certificate by the Medical Practitioners and Dentists Council
- f) Valid practicing license in Plastic & Reconstructive Surgery from Medical Practitioners and Dentists Council.
- g) Professional Indemnity Cover.

8) MEDICAL SPECIALIST II –(NEUROSURGERY), JOB GROUP - KNH6 (1 POST MWAI KIBAKI HOSPITAL OTHAYA) (RE-ADVERTISEMENT)

Job Purpose

The Medical Specialists is responsible to the Head of Department for providing specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care; they are entrusted to provide quality health care services.

Duties and Responsibilities

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- b) Implement hospital programmes within their respective specialities
- c) Champion continuous quality healthcare standards and patient safety guidelines
- d) Assist in mentoring and coaching of staff in the respective specialities;
- e) Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities
- f) Accepts other responsibilities that the Senior Medical Specialist may request from time to time, such as representation on Committees, investigates patient management practices, and initiates new procedures and services
- g) Implementing clinical review protocols procedures and work instructions for the practice of specialized care
- h) Coordinating and managing referral care within the framework of the hospital and national referral policies
- i) Working with other specialists to solve single or multiple medical issues as required by patients in the hospital
- j) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- k) Performing emergency medical procedures
- l) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients

not directly under his/her care.

- m) Providing high standards of specialized clinical services to patients in the wards and specialized clinics
- n) Performing regular rounds with the registrars and other officers to assist in patient management.
- o) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
- p) Carryout specialized diagnostic, therapeutic medical or surgical procedures
- q) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- r) Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties
- s) Participating in community diagnosis, preventive & promotive care and treatment;
- t) Utilizing patient data to benefit the customer and service provider;
- u) Undertake medical research & clinical audits and implementing the findings.

Qualification and Experience

- a) Master's degree in Neurosurgery or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- b) Bachelor's degree in Medicine and Surgery (MBChB.) or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- c) Specialist recognition certificate in Neurosurgery from the Medical Practitioners' and Dentist Council. However, surgeons that have finished Mmed in Neurosurgery and are undergoing pre-KMPDC registration attachment are encouraged to apply.
- d) Registration Certificate by the Medical Practitioners & Dentist Board.
- e) Valid practicing license in Neurosurgery from Medical Practitioners and Dentists Council.
- f) Professional Indemnity Council.

9) MEDICAL SPECIALIST II – (PAEDIATRIC), JOB GROUP - KNH6 (1POST MWAI KIBAKI HOSPITAL) (RE-ADVERTISEMENT)

Job Purpose

The Medical Specialists (Paediatric) are responsible to the Head of Department in the provision of specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care; they are entrusted to provide quality health care services.

Duties and Responsibilities

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- b) Implement hospital programmes within their respective specialities
- c) Champion continuous quality healthcare standards and patient safety guidelines
- d) Assist in mentoring and coaching of staff in the respective specialities;
- e) Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities
- f) Implementing clinical review protocols procedures and work instructions for the practice of specialized care
- g) Coordinating and managing referral care within the framework of the hospital and national referral policies
- h) Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital
- i) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- j) Performing emergency medical procedures
- k) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
- l) Providing high standards of specialized clinical services to patients in the wards and specialized clinics
- m) Performing regular rounds with the registrars and other officers to assist in patient management.
- n) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
- o) Carryout specialized diagnostic, therapeutic medical or surgical procedures
- p) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;

- q) Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties
- r) Participating in community diagnosis, preventive & promotive care and treatment;
- s) Utilizing patient data to benefit the customer and service provider;
- t) Undertake medical research & clinical audits and implementing the findings.

Qualifications and Experience

- a) Masters of Medicine degree in Paediatric or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- b) Bachelor's degree in Medicine and Surgery (MBChB.) or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- c) Specialist recognition in Paediatric from the Kenya Medical Practitioners' and Dentist Council. However, paediatrician that have finished Mmed in paediatric and are undergoing pre-KMPDC registration attachment are encouraged to apply.
- d) Registration Certificate by the Medical Practitioners and Dentists Council.
- e) Valid practicing license in Paediatric from Medical Practitioners and Dentists Council.
- f) Professional Indemnity Cover.

10)MEDICAL SPECIALIST II – (INTERNAL MEDICINE), JOB GROUP - KNH6 (1 POST MWAI KIBAKI HOSPITAL, OTHAYA)

Job Purpose

The Medical Specialists (Internal Medicine) are responsible to the Head of Department in the provision of specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care; they are entrusted to provide quality health care services.

Duties and Responsibilities

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- b) Implement hospital programmes within their respective specialities
- c) Champion continuous quality healthcare standards and patient safety guidelines
- d) Assist in mentoring and coaching of staff in the respective specialities;
- e) Coordinate intervention activities and programs for training health professionals in community health and health management in

- hospitals/health facilities
- f) Implementing clinical review protocols procedures and work instructions for the practice of specialized care
 - g) Coordinating and managing referral care within the framework of the hospital and national referral policies
 - h) Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital
 - i) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
 - j) Performing emergency medical procedures
 - k) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
 - l) Providing high standards of specialized clinical services to patients in the wards and specialized clinics
 - m) Performing regular rounds with the registrars and other officers to assist in patient management.
 - n) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
 - o) Carryout specialized diagnostic, therapeutic medical or surgical procedures
 - p) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
 - q) Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties
 - r) Participating in community diagnosis, preventive & promotive care and treatment;
 - s) Utilizing patient data to benefit the customer and service provider;
 - t) Undertake medical research & clinical audits and implementing the findings

Qualifications and Experience

- a) Masters of Medicine degree in Internal Medicine or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- b) Bachelor's degree in Medicine and Surgery (MChB.) or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- c) Specialist recognition certificate in Internal Medicine from the Medical Practitioners' and Dentist Council. However, physicians that have finished Mmed in Internal Medicine and are undergoing pre-KMPDC registration attachment are encouraged to apply.
- d) Registration Certificate by the Medical Practitioners and Dentists Council.
- e) Valid practicing license in Internal Medicine from Medical Practitioners and Dentists Council.
- f) Professional Indemnity Cover.

11) MEDICAL SPECIALIST II (RADIOLOGY), JOB GROUP KNH6; (1 POST MWAI KIBAKI HOSPITAL OTHAYA)

Job purpose

The Medical Specialists (Radiology) are responsible to Head of Department in the provision of specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care; they are entrusted to provide quality health care services.

Duties and Responsibilities

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- b) Implement hospital programmes within their respective specialities
- c) Champion continuous quality healthcare standards and patient safety guidelines
- d) Assist in mentoring and coaching of staff in the respective specialities;
- e) Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities
- f) Implementing clinical review protocols procedures and work instructions for the practice of specialized care
- g) Coordinating and managing referral care within the framework of the hospital and national referral policies
- h) Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital
- i) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- j) Performing emergency medical procedures
- k) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
- l) Providing high standards of specialized clinical services to patients in the wards and specialized clinics
- m) Performing regular rounds with the registrars and other officers to assist in patient management.
- n) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
- o) Carryout specialized diagnostic, therapeutic medical or surgical procedures
- p) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- q) Executing Medico-legal duties including filling of P3 forms, court attendance

- and forensic duties
- r) Participating in community diagnosis, preventive & promotive care and treatment;
 - s) Utilizing patient data to benefit the customer and service provider;
 - t) Undertake medical research & clinical audits and implementing the findings

Qualifications and Experience

- a) Master's degree in Radiology from an institution recognized by the Medical Practitioners and Dentists Council.
- b) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from a recognized institution by the Medical Practitioners and Dentists Council.
- c) Specialist recognition certificate in Radiology from the Medical Practitioners' and Dentist Council. However, Radiologists that have finished Mmed in Radiology and are undergoing pre-KMPDC registration attachment are encouraged to apply.
- d) Registration Certificate by the Medical Practitioners and Dentists Council.
- e) Valid practicing license in Radiology by the Medical Practitioners and Dentist Council.

12) MEDICAL SPECIALIST II – (NEPHROLOGY), JOB GROUP - KNH6 (1POST MWAI KIBAKI HOSPITAL, OTHAYA)

Job Purpose

The Medical Specialists (Nephrology) are responsible to Head of Department in the provision of specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care; they are entrusted to provide quality health care services.

Duties and Responsibilities

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- b) Implement hospital programmes within their respective specialities
- c) Champion continuous quality healthcare standards and patient safety guidelines
- d) Assist in mentoring and coaching of staff in the respective specialities;
- e) Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities
- f) Implementing clinical review protocols procedures and work instructions for the practice of specialized care

- g) Coordinating and managing referral care within the framework of the hospital and national referral policies
- h) Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital
- i) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- j) Performing emergency medical procedures
- k) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
- l) Providing high standards of specialized clinical services to patients in the wards and specialized clinics
- m) Performing regular rounds with the registrars and other officers to assist in patient management.
- n) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
- o) Carryout specialized diagnostic, therapeutic medical or surgical procedures
- p) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- q) Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties
- r) Participating in community diagnosis, preventive & promotive care and treatment;
- s) Utilizing patient data to benefit the customer and service provider;
- t) Undertake medical research & clinical audits and implementing the findings

Qualifications and Experience

- a) Masters of Medicine degree in Internal Medicine or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- b) Bachelor's degree in Medicine and Surgery (MBChB.) or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- c) Certification/ Fellowship in Nephrology from a recognized institution.
- d) Specialist recognition certificate in Nephrology from the Medical Practitioners' and Dentist Council. However, physicians with interest in Nephrology and have finished Mmed in Internal Medicine and are undergoing pre-KMPDC registration attachment are encouraged to apply.
- e) Registration Certificate by the Medical Practitioners & Dentist Council.
- f) Valid practicing license in Nephrology from Medical Practitioners and Dentists Council.
- g) Professional Indemnity Cover.

13)MEDICAL SPECIALIST II (PSYCHIATRIST), JOB GROUP KNH6, (1 POSTS)

Job Purpose

The Medical Specialists (Psychiatry) are responsible to Head of Department in the provision of specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care; they are entrusted to provide quality health care services.

Duties and Responsibilities

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- b) Implement hospital programmes within their respective specialities
- c) Champion continuous quality healthcare standards and patient safety guidelines
- d) Assist in mentoring and coaching of staff in the respective specialities;
- e) Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities
- f) Implementing clinical review protocols procedures and work instructions for the practice of specialized care
- g) Coordinating and managing referral care within the framework of the hospital and national referral policies
- h) Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital
- i) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- j) Performing emergency medical procedures
- k) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
- l) Providing high standards of specialized clinical services to patients in the wards and specialized clinics
- m) Performing regular rounds with the registrars and other officers to assist in patient management.
- n) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
- o) Carryout specialized diagnostic, therapeutic medical or surgical procedures
- p) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- q) Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties

- r) Participating in community diagnosis, preventive & promotive care and treatment;
- s) Utilizing patient data to benefit the customer and service provider;
- t) Undertake medical research & clinical audits and implementing the findings

Qualifications and Experience

- a) Master's degree in Psychiatry or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council.
- b) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from a recognized institution by the Medical Practitioners and Dentists Council.
- c) Specialist recognition as a Psychiatrist from the Medical Practitioners' and Dentist Council.
- d) Registration Certificate by the Medical Practitioners and Dentists Council.
- e) Valid practicing license in Psychiatry by the Medical Practitioners and Dentist Council.

14)MEDICAL SPECIALIST II – (INTERNAL MEDICINE), JOB GROUP - KNH6 (1POST)

Job Purpose

The Medical Specialists (Internal Medicine) are responsible to the Head of Department in the provision of specialized diagnostic, curative, rehabilitative and preventive health care services to the population under their care, they are entrusted to provide quality health care services.

Duties and Responsibilities

- a) Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- b) Implement hospital programmes within their respective specialities
- c) Champion continuous quality healthcare standards and patient safety guidelines
- d) Assist in mentoring and coaching of staff in the respective specialities;
- e) Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities
- f) Implementing clinical review protocols procedures and work instructions for the practice of specialized care
- g) Coordinating and managing referral care within the framework of the hospital and national referral policies
- h) Consult with other specialists to solve single or multiple medical issues as

required by patients in the hospital

- i) Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- j) Performing emergency medical procedures
- k) Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
- l) Providing high standards of specialized clinical services to patients in the wards and specialized clinics
- m) Performing regular rounds with the registrars and other officers to assist in patient management.
- n) Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
- o) Carryout specialized diagnostic, therapeutic medical or surgical procedures
- p) Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;
- q) Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties
- r) Participating in community diagnosis, preventive & promotive care and treatment;
- s) Utilizing patient data to benefit the customer and service provider;
- t) Undertake medical research & clinical audits and implementing the findings

Qualifications and Experience

- a) Master of Medicine degree (MMED) in Internal Medicine from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor's degree in Medicine and Surgery (MBChB.) or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- c) Fellowship in Clinical Hemato-Oncology will have an added advantage. Physician with interest in Hemato-Oncology are encouraged to apply.
- d) Valid specialist recognition certificate as a physician the Medical Practitioners' and Dentist Board.
- e) Valid registration certificate by the Medical Practitioners & Dentist Board.
- f) Valid practicing license from Medical Practitioners and Dentists Board.
- g) Professional Indemnity Cover.

15)DENTAL SPECIALIST II, (PAEDIATRIC) JOB GROUP KNH 6 (1 POST)

Job Purpose

An officer at this level will be responsible to a Head of Dentistry Department in provision of specialized dental services in the Hospital.

Duties and Responsibilities

- a) Performing specific paediatric dental procedures; restorative, comprehensive oral health management of children and special needs persons, minor and oral surgery;
- b) Providing health education and promotion;
- c) Supervising, training and coaching of Dental Officers, Dental Interns and students;
- d) Being on call to review, manage patients and undertaking medico-legal duties which include filling of P.3forms;
- e) Undertaking dental examinations, age assessment, and writing dental reports;
- f) Conducting outreach community oral health services;
- g) Ensuring annual work plans are adhered to;
- h) Educating and creating awareness on prevention of dental diseases and dental health;
- i) Maintaining of a dental health information system; and
- j) Coordinating capacity building and development.

Qualification and Experience

- a) Masters of Dental Surgery degree in Pediatrics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;
- c) Specialist recognition certificate as a Dental Specialist Paediatric from the Medical Practitioners' and Dentist Board. However, those that have finished Masters of Dental Surgery and are undergoing the pre-KMPDC registration attachment are encouraged to apply.
- d) Registration certificate by the Medical Practitioners and Dentists Board.
- e) Valid practicing license by the Kenya Medical Practitioners and Dentists Council.
- f) Retention in the Medical Practitioners and Dentist Board register;
- g) Professional Indemnity Cover.

16)DENTAL SPECIALIST II, (PROSTHODONTICS) JOB GROUP KNH 6 (1 POST)

Job Purpose

An officer at this level will be responsible to a Head of Dentistry Department in provision of specialized dental services in the Hospital.

Duties and Responsibilities

- a) Performing specific prosthetic dental procedures, treating and handling dental and facial problems that involve restoring missing tooth and jaws structures and skilled in cosmetic, dental implants, crowns, bridges, dentures and temporomandibular disorder;
- b) Providing health education and promotion;
- c) Supervising, training and coaching of Dental Officers, Dental Interns and students;
- d) Being on call to review, manage patients and undertaking medico-legal duties which include filling of P.3forms;
- e) Undertaking dental examinations, age assessment, and writing dental reports;
- f) Conducting outreach community oral health services;
- g) Ensuring annual work plans are adhered to;
- h) Educating and creating awareness on prevention of dental diseases and dental health;
- i) Maintaining of a dental health information system; and
- j) Coordinating capacity building and development.

Qualification and Experience

- a) Masters of Dental Surgery degree in Prosthodontist/ Prosthetic Dentistry or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- b) Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;
- h) Specialist recognition certificate as a Dental Specialist Periodontology from the Medical Practitioners' and Dentist Board. However, those that have finished Masters of Dental Surgery and are undergoing the pre-KMPDC registration attachment are encouraged to apply.
- c) Registration certificate by the Medical Practitioners and Dentists Board.
- d) Valid practicing license by the Kenya Medical Practitioners and Dentists Council.
- e) Retention in the Medical Practitioners and Dentist Board register;
- f) Professional Indemnity Cover.

17)MANAGER, RISK MANAGEMENT COORDINATION & QUALITY ASSURANCE, JOB GROUP KNH6 (1 POST)

Job Purpose

An officer at this level will be responsible to Director, Planning & Strategy in provision of quality health care services.

Duties and Responsibilities

- a) Providing expert advice and guidance on risk management and quality assurance issues;
- b) Advise management on the best practice risk management strategies for identification, measurement, analysis and treatment of risk;
- c) Advising and co-ordinating the implementation of business risk management initiatives;
- d) Provide a methodology to identify and analyze the financial impact of loss to the organization, employees, the public, and the environment;
- e) Integration information systems into risk and compliance operations.
- f) Facilitating identification and evaluation of risks in liaison with other departments;
- g) Assist in the review of major contracts, proposed facilities, and/or new program activities for loss;
- h) Directly implement all System wide and institution-specific risk management policies and procedures;
- i) Providing necessary definition, development and deployment of service quality assurance strategy, addressing all phases of product service delivery;
- j) Assuring the viability, functionality and effectiveness of essential quality assurance tools;
- k) Evaluate existing policies and procedures to find weaknesses;
- l) Coordinating the preparation and implementation of the hospital's quality management system through quality assurance Programs;
- m) Coordinating and providing oversight on risk management of the institution;
- n) Coordinating departments to establish standards, systems and procedures for quality assurance;
- o) Ensure that risk management framework is implemented in all business units;
- p) Ensure buy-in for ERM across the organization;
- q) Work with other managers in establishing and maintaining effective risk management programs in their functional areas.

Qualification and Experience

- a) Bachelor's Degree in Social Sciences, Biology and Biological Sciences or relevant field from a recognized University;
- b) Master's Degree in Social Sciences, Biology and Biological Sciences, Public Health or relevant field from a recognized University
- c) Certificate in Leadership/Management Course lasting not less than 4 weeks from a recognised institution.
- d) Evidence of proficiency in computer applications.
- e) A minimum period of eight (8) years relevant work and at least three (3) years' experience in a supervisory capacity

18) ASSISTANT MEDICAL ENGINEERING TECHNOLOGIST, JOB GROUP KNH11 (3 POSTS)

Job Purpose

An officer at this level will be responsible to a Medical Engineering Technologist in the

provision of Bio-Medical Engineering Services in the Hospital.

Duties and Responsibilities:

- a) Carrying out assigned duties of sectional works as per set targets;
- b) Receiving, utilizing and accounting for materials and spares;
- c) Ensuring safe and efficient use of tools and equipment in the section;
- d) Carrying out medical equipment installation works and duties in line with set standards, practices, observations and guidelines applicable in the unit;
- e) Ensuring all job cards of works assigned are duly completed and returned to the supervisor;
- f) Observing cleanliness, orderliness, at personal level and at work place;
- g) Ensuring punctuality, availability, and efficient use of all working hours;
- h) Participating in committee meetings as appropriate;
- i) Ensuring the safety and security of self, staff clients, and facilities;
- j) Ensuring that the overall activities meet the requirements of quality management and environmental policies and legal stipulations;
- k) Interpretation of Architectural and Engineering drawings.

Qualification and Experience

- a) Diploma in Medical Engineering Technology or equivalent from a recognized institution.
- b) Proof of experience of at least two (2) years' experience in the following areas: - critical care equipment, theatre equipment, Therapeutic and Diagnostic equipment.
- c) Registration with relevant professional body;
- d) Proficiency in computer applications.

**19) ASSISTANT REGISTERED CLINICAL OFFICER, (ENT) JOB GROUP – KNH 10
(1POST)**

Job Purpose

An officer at this level shall be responsible to the Senior Registered Clinical Officer (ENT) for effective provision of quality health care services in the Hospital.

Duties and Responsibilities

- a) Taking history, examining, diagnosing and treating patients;
- b) Offering specialized clinical services in Anaesthesia;
- c) Guiding and counselling patients/clients and other staff on health issues;

- d) Implementing community health care activities in liaison with other health care workers;
- e) Carrying out minor surgical procedures as per training and skills.
- f) Collecting and compiling clinical data;
- g) Assessing, preparing and presenting medico-legal reports;
- h) Liaising with other health care personnel for efficient delivery of patient care;
- i) Teaching students undertaking training in the field;
- j) Referring patient/ clients to appropriate clinics and specialities.

Qualifications and Experience

- a) Higher Diploma in Ear Nose & Throat (ENT) or its equivalent from a recognized institution.
- b) Diploma in Clinical Medicine & Surgery or its equivalent from a recognized institution.
- c) Certificate of Registration from the Clinical Officers Council of Kenya.
- d) Valid practicing licence from the Clinical Officers Council of Kenya
- e) Evidence in Proficiency in Computer Application

20) ASSISTANT REGISTERED CLINICAL OFFICER, (PAEDIATRIC) JOB GROUP – KNH 10 (2 POSTS)

Job Purpose

An officer at this level shall be responsible to the Senior Assistant Registered Clinical Officer (Paediatric) for effective provision of quality health care services in the Hospital.

Duties and Responsibilities

- a) Taking history, examining, diagnosing and treating patients;
- b) Offering specialized clinical services in paediatrics;
- c) Guiding and counselling patients/clients and other staff on health issues;
- d) Implementing community health care activities in liaison with other health care workers;
- e) Carrying out minor surgical procedures as per training and skills.
- f) Collecting and compiling clinical data;
- g) Assessing, preparing and presenting medico-legal reports;
- h) Liaising with other health care personnel for efficient delivery of patient care;
- i) Teaching students undertaking training in the field;
- j) Referring patient/ clients to appropriate clinics and specialities.

Qualifications and Experience

- a) Higher Diploma in Paediatric or its equivalent from a recognized institution;
- b) Diploma in Clinical Medicine & Surgery or its equivalent from a recognized institution;
- c) Certificate of Registration from the Clinical Officers Council of Kenya;
- d) Valid practicing licence from the Clinical Officers Council of Kenya;
- e) Evidence in Proficiency in Computer Application.

21) ASSISTANT REGISTERED CLINICAL OFFICER, (RESPIRATORY & INFECTIOUS DISEASES) JOB GROUP – KNH 10 (3 POSTS)

Job Purpose

An officer at this level shall be responsible to the Senior Registered Clinical Officer (Respiratory & Infectious Diseases) for effective provision of quality health care services in the Hospital.

Duties and Responsibilities

- a) Taking history, examining, diagnosing and treating patients;
- b) Offering specialized clinical services in respiratory diseases;
- c) Guiding and counselling patients/clients and other staff on health issues;
- d) Implementing community health care activities in liaison with other health care workers;
- e) Carrying out minor surgical procedures as per training and skills;
- f) Collecting and compiling clinical data;
- g) Assessing, preparing and presenting medico-legal reports;
- h) Liaising with other health care personnel for efficient delivery of patient care;
- i) Teaching students undertaking training in the field;
- j) Referring patient/ clients to appropriate clinics and specialities.

Qualifications and Experience

- a) Higher Diploma in Respiratory & Infectious Diseases or its equivalent from a recognized institution;
- b) Diploma in Clinical Medicine & Surgery or its equivalent from a recognized institution;
- c) Certificate of Registration from the Clinical Officers Council of Kenya;
- d) Valid practicing licence from the Clinical Officers Council of Kenya;
- e) Evidence in Proficiency in Computer Application.

22)PERFUSIONIST (ASSISTANT REGISTERED CLINICAL OFFICER / NURSING OFFICER), JOB GROUP KNH 10 (1 POST)

Job Purpose

An officer at this level shall be responsible to the Head of Department- Cardiology for effective provision of quality health care services in the Hospital.

Duties and Responsibilities

- a) History taking, examining, diagnosing, education and treating common ailments at an outpatient or inpatient in the hospital.
- b) Implementing community health care activities in liaison with other health workers.
- c) Guiding and counselling patients, clients and staff on health issues.
- d) Sensitizing patients and clients on preventive and promotive health.
- e) Carrying out minor surgical procedures as per training and skills.
- f) Assessing, preparing and presenting medico-legal reports.
- g) Training, guiding and mentoring students on internship.

Qualifications and Experience

- a) Higher Diploma in Perfusion or its equivalent from a recognized institution.
- b) Diploma in Clinical Medicine & Surgery or Diploma in Registered Community Health Nursing or there equivalent from a recognized institution.
- c) Certificate of Registration from the Clinical Officers Council of Kenya or Nursing Council of Kenya
- d) Valid practicing licence from relevant professional body.
- e) Evidence in Proficiency in Computer Application.

23)INTERNAL AUDITOR, JOB GROUP KNH9 (1 POST)

Job Purpose

The officer will be responsible to the Senior Risk and Audit Officer in provision of Audit services in the Hospital.

Duties and Responsibilities

- a) Undertaking audit assignments in line with the approved audit work plan to confirm the adequacy and effectiveness of governance, risk management and control;
- b) Performing substantive and compliance testing of accountable records and documents and prepare working papers;
- c) Providing input in preparation of audit reports for audit engagements executed; and

- d) Assisting in evaluating progress and effectiveness of action taken to implement audit recommendations received from internal and external audits
- e) Person Specification

Qualification and Experience

- a) Bachelor's Degree in Economics, Accounting, Finance or Business Administration (Finance and Accounting option) or Business Management (Finance and Banking option) or equivalent from a recognized university;
- b) Certificate of Membership to Institute of Certified Public Accountants - Kenya.
- c) Certificate in computer application.

24)HEALTH CARE QUALITY OFFICER, JOB GROUP KNH9 (BSc in Nursing or any health/ Social Science degree), (3 POSTS) KNH7 (MBChB) (2POSTS)

Job purpose

An officer at this level will be responsible to the Senior Principal, Health Care Quality Officer in provision of Quality Health care services in the Hospital.

Duties and Responsibilities

- a) Provide inputs for the update and policies and procedures for the Department;
- b) Participate in meetings related to Health Care quality at the ward/ department level;
- c) Respond to customer complains;
- d) Respond to Health Care quality assignments in line with the Healthcare Quality divisional workplans;
- e) Implementing patient safety assignments in line with the approved Patient safety work plan;
- f) Implementing compliance to the relevant policies related to the mandate/ Health Care Quality work instructions;
- g) Assist in orientation training and in-service training to explain policies and work instructions related to Health Care Quality;
- h) Participate in research activities and clinical audits;
- i) Participate in Hospital Committees related to Health Care Quality;
- j) Sustain effective relationships with other departments to promote improvement of patient care;
- k) Giving feedback that informs opportunities of improvement as far as quality care is concerned;
- l) Participating in ensuring adherence to the standards and procedures.

Qualification and Experience

- a) Bachelors' degree in Medicine and Surgery (MBChB) or equivalent qualification from a recognised institution.

- b) Bachelor's Degree in Nursing or any other health/ social science degree or from a recognized institution;
- c) Certificate of Registration with a relevant professional body where applicable;
- d) Valid practicing license from a relevant professional body where applicable;
- e) A minimum of at least three (3) years' work experience

25) PRINCIPAL, HEALTH ADMINISTRATIVE OFFICER, JOB GRADE KNH7 (1 POST)

Job Purpose

An officer at this level be responsible to the Manager, Health Administrative Services in provision of administrative services in the hospital.

Duties and Responsibilities

- a) Oversee implementation of administrative policies, procedures and guidelines;
- b) Monitor departmental income and expenditure;
- c) Coordinate maintenance of building and equipments;
- d) Manage the inventory of assets;
- e) Manage contracts for maintenance services by outside vendors and ensuring compliance with Service Level Agreements (SLAs);
- f) Prepare Annual Operational Plans and budgets for presentation to the management;
- g) Ensure quality standards and procedures are followed;
- h) Implement performance management initiatives in the department;
- i) Ensure safe custody and efficient use of hospital resources;
- j) Identify training and development gaps and implement interventions;
- k) Provide administrative support to all departments within the Hospital;
- l) Promote the Hospital Occupational Health and Safety initiatives;
- m) Providing secretariat services to Hospital Committees;
- n) Negotiating and setting performance targets for the staff reporting directly;
- o) Ensuring security & safety of patients and staff;
- p) Participating in policy formulations and implementation;
- q) Ensuring timely payment of bills for common services;
- r) Coordinating common services in the Hospital;
- s) Projection of departmental training needs;
- t) Ensuring timely procurement of the departmental requirements;
- u) Making requisitions for appropriate office furniture and equipment;

Qualification and Experience

- a) Master's degree in either; Health Management, Hospital Administration, Hospital Planning, Public Health, Health Economics and Business Administration or equivalent qualification from a recognized institution
- b) Bachelor's degree in any of the following Social Sciences: Government, Anthropology, Sociology, Business Administration, Public Administration,

Commerce, Health Economics, Health Management, Hospital Administration or equivalent qualification from a recognized institution

- c) Leadership/ course lasting not less than six (6) weeks from a recognised institution.
- d) Membership with relevant Professional Body
- e) Proficiency in computer applications
- f) Working experience of minimum period of eight (8) years relevant work with at least three (3) years' experience in a supervisory capacity.

Method of Application

All those Interested in the above positions and meet the minimum requirements are requested to **download** and fill the application form available at KNH Website www.knh.or.ke. The application form together with a detailed C.V indicating qualifications, experience, current responsibilities, copies of testimonials and certificates must be submitted **on or before 3rd April, 2023** to the address below: -

**The Chief Executive Officer
Kenyatta National Hospital
P.O Box 20723-00202
NAIROBI**

“Kenyatta National Hospital is an equal opportunity employer and qualified candidates with disabilities are encouraged to apply”.

NB:

1. *Kenyatta National Hospital **DOES NOT** charge **ANY FEES** for application*
2. *Only shortlisted candidates will be contacted.*
3. *Successful candidate will be required to submit the document listed below to comply with the requirements of Chapter Six (6) of the Constitution of Kenya,2010:*

- A certificate of good conduct from the National Police Service
- EACC Clearance
- Credit Reference Bureau Clearance
- HELB Compliance
- KRA Tax Compliance

“ANY FORM OF CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION

Members of the public are informed that Kenyatta National Hospital, Human Resource Division will contact the shortlisted applicants and candidates through Telephone number 0780433080 only.

WINNIE W. MWANGI (MRS.)
DIRECTOR, HUMAN RESOURCE

14th March 2023